

## Let State Travel Help Your Agency Save Money on Groups

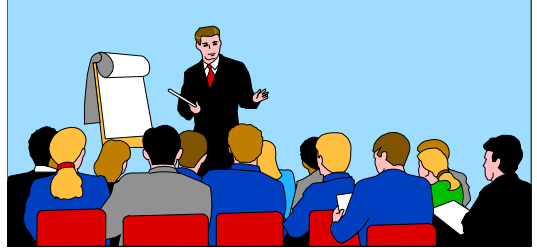
**W**e encourage you to use the expertise of Nicole Naylor in the State Travel Office to save money on your agency's conferences, training sessions, and retreats.

Nicole can use the bargaining power of the dollar volume of the entire state to obtain facilities, services, and meals at substantially reduced rates.

For example, Nicole recently assisted a department that wanted to hold a conference at the Salt Lake Community College Larry Miller Center. The department received a bid of \$1,706 for the meeting rooms, but Nicole was able to negotiate a lower rate that reduced the cost by \$400. In addition, she negotiated a special sleeping room rate of \$45 including full American breakfast, down from \$72.50 per room, at a hotel near the campus. This saved another \$2,200.

With Nicole's help, the department saved a total of \$2,600 and still held the meeting at the location they requested.

If your agency is planning a conference, training session, or retreat, you can contact Nicole for assistance at 801-538-3109 or [nnaylor@utah.gov](mailto:nnaylor@utah.gov). If the total cost of the event is more than \$1,000, you are required by state policy to make arrangements through the State Travel Office. Please give the Travel Office as much advance notice as possible, preferably four weeks before your event, to allow sufficient time to help you obtain the lowest cost. ➔



*The State Travel Office can help negotiate rates for group events.*

## Travel Briefs

### Nicole Will Take Maternity Leave This Month

Nicole Naylor will take a 12-week maternity leave when her baby arrives later this month. If you would like her help planning your group activities scheduled for the next few months, we encourage you to get your paperwork together and send it to Nicole as soon as possible. It will be helpful if you can obtain all bids before sending your completed paperwork to State Travel so that Nicole will have time to process your requests before she goes on leave.



During Nicole's absence, Diann Donoviel will be handling the majority of your requests for help with groups, with assistance from a backup person.

You can contact Nicole at 801-538-3109 or [nnaylor@utah.gov](mailto:nnaylor@utah.gov), and Diann at 801-538-3103 or [ddonoviel@utah.gov](mailto:ddonoviel@utah.gov).

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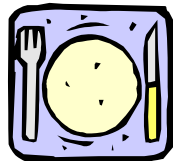
## Identify Yourself as a State Employee at Diamond Parking



If you do not identify yourself as a state employee when you park at Diamond Airport Parking, you will be charged the new general public self-parking rate of \$6.50 per day instead of the State of Utah rate of \$4.50 per day. Because the maximum the state will reimburse is the airport long-term parking rate of \$6, you will have to pay the difference out-of-pocket unless you obtain the state rate.

## Travelers May Not Qualify for Premium City Meal Reimbursement

Because we have had several questions recently about the meal reimbursement for premium cities, we would like to clarify the policy. To qualify for premium rates for a given day, the traveler must be **entitled** to **all** meals for that day.



That means that if, for example, breakfast is included in the conference fee for a particular day, the traveler is not entitled to the premium rate for that day. He should receive reimbursement for that day's lunch and dinner at the regular out-of-state per diem rates. However, if there is a day during that same trip when no meals are provided at the conference and the traveler is otherwise entitled to all meals for that day, the traveler is entitled to use the premium city reimbursement rate for that day. He should submit original receipts and will be reimbursed actual cost up to \$50.

If you have questions about the reimbursement for premium city meals, contact Kathi Galusha at 801-538-3110 or [kgalusha@utah.gov](mailto:kgalusha@utah.gov).

## Send Corporate Card Payments to the Correct Address



If you use an individual state corporate card to pay for travel-related expenses, be sure you are sending your payments to the correct address. If your payment goes to the old address, there is a significant delay in posting the payment and you may incur a finance charge for a late payment. The correct payment address, which is printed on the monthly statement, is:

Commercial Card Solutions  
PO Box 29063  
Phoenix, AZ 85038-9063

If you have questions about your corporate card, contact your agency's corporate card administrator.

## Forecasts Predict Rising Air Traffic

Domestic U.S. air traffic is expected to increase 5 percent during 2004, according to *Business Travel News*. The increased number of air passengers is expected to result from improved corporate travel spending as a result of a recovery in technology and financial service sectors.



The forecast also predicts a "mild overall increase" in domestic fares, except in short-haul markets in which low-cost carriers will pressure fares down by roughly 2 percent. ➔

## Try Using E-Mail to Request Travel Reservations

If you reach voice mail when you call one of our travel agents to make reservations, we encourage you to use e-mail to request the reservations. Not only will this eliminate the need to play “phone tag,” but it will also allow both you and the agent to print hard copies of the dates, times, cities, and amenities (e.g., hotel, rental car) you requested. This speeds the process of booking travel reservations for everyone involved.

The e-mail request should include the following information:

- Traveler’s Name
- Traveler’s Agency
- Destination City
- Preferred Airport
- Departure Date and Time
- Return Date and Time
- Preference for Size of Rental Car (if needed)
- Hotel Preference (if needed)
- Meeting Location
- Low Org Number
- Travel Authorization Number (if known)
- Travel Planner’s Name
- Travel Planner’s Phone Number
- Travel Planner’s E-Mail Address
- Comments or Special Requests (e.g., nonsmoking hotel room, vegetarian meal, aisle seat, etc.).



Listed below are the names and e-mail addresses of the State Travel agents:

**Mary Marsden**  
[marymarsden@utah.gov](mailto:marymarsden@utah.gov)

**Angie Mackelprang**  
[amackelprang@utah.gov](mailto:amackelprang@utah.gov)

**Lynette Saccomanno**  
[lsaccomanno@utah.gov](mailto:lsaccomanno@utah.gov)

**Tami Nelson**  
[taminelson@utah.gov](mailto:taminelson@utah.gov)

**Kandace Malan**  
[kmalan@utah.gov](mailto:kmalan@utah.gov)

**Dallas Stewart**  
[dstewart@utah.gov](mailto:dstewart@utah.gov)

If you prefer, you may fax the required information to the State Travel Office at 801-538-3485. This will also provide a printed copy of the request.

Because it takes time to finalize reservations, we would appreciate it if you would request your reservations as early in the day as possible. →